

BEKESBOURNE WITH PATRIBOURNE PARISH COUNCIL
Minutes of the meeting held on Monday 8th November 2021 at 7:30pm at Bekesbourne Recreation Ground Pavilion.

Minutes to be agreed at the Next meeting

Present: Parish Cllr Andrea Nicholson (Chairman)
 Parish Cllr Graham Duplock
 Parish Cllr Christine Sladden
 Parish Cllr Joanne Watt
 Parish Cllr David Sladden
 Parish Cllr Christine Ash
 Parish Cllr Mary Evans
 Mrs Nicola Purcell, Clerk to the Council

There were 2 members of the public present.

1. RECEIVE APOLOGIES

Parish Cllr E.Young- isolating

2. REQUESTS FOR DPI'S OR DISPENSATIONS RELEVANT TO THIS AGENDA (WRITTEN OR VERBAL)

Cllr Duplock & Cllr Watt- VHMC

3. AGREE MINUTES FOR PREVIOUS MEETINGS

It was unanimously agreed that the minutes from the meeting held on the 13th September were a true and accurate record.

4. DEAL WITH MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE.

None

5. COUNTY/CITY COUNCILLOR REPORTS

KCC Cllr Sole sent a report and his apologies ahead of the meeting. CCC Cllr Jones also sent apologies, and a report. Both have been circulated to all cllrs.

6. PLANNING

5.1 New Applications

Ref. number	Location and Proposal	Deadline for comments
CA/21/02453	The Homestead, Aerodrome Road, Bekesbourne, Canterbury, Kent, CT4 5EX Front and rear extensions, together with first-floor roof extension.	12th November 2021
Comments: The parish council had no comments to submit		

CA/21/02509	3 St Mary's Road, Patribourne, Canterbury, Kent, CT4 5BY 02 no. rooflights to front, 01 no. rooflight and 02 no dormers to rear.	19th November 2021
Comments: The parish council had no comments to submit		

CA/21/02586	1 Yew Tree Cottages, Bekesbourne Hill, Bekesbourne, Canterbury, Kent, CT4 5EE Two-storey side & rear extension following demolition of existing side & rear extension.	26th November 2021
Comments: The parish council had no comments to submit		

CA/21/02067	Ebury Cottage, Station Road, Bekesbourne, Canterbury, Kent, CT4 5DD Detached timber framed garage together with new access and driveway	26th November 2021
The owners of Ebury Cottage attended the meeting and discussed the application with the parish council.		
Comments: The Parish Council wish to write in support of this application. The application has taken surrounding properties into consideration with the planting of new hedgerow. The landowner only has permissive access on their current driveway and the installation of a new driveway will remove some vehicle traffic away from the bend in the road/mini roundabout.		

5.2 APPLICATION UPDATES

CA/18/02358	A Gomez and Co Distribution Services Ltd, Coldharbour Lane, Bekesbourne, CT4 5HL Details submitted pursuant to conditions 03 (external lighting) and 04 (external plant and machinery) of planning permission CA/17/02182/FUL.	Awaiting decision
CA/21/01657	Land At The Hill, Littlebourne, Canterbury, Kent Outline planning application for up to 115 residential dwellings (including affordable housing), introduction of structural planting and landscaping, informal public open space and children's play area and surface water flood mitigation and attenuation. All matters reserved except for access.	REFUSED
CA/21/02092	Saint Marys Church, Patribourne Road, Patribourne, Kent, CT4 5BP Erection and display of 1 no. non-illuminated interpretation board.	Granted
Comments: Cllr A.Nicholson updated the council as church warden that last week notice was received that the application was granted.		

7. HIGHWAY MATTERS

7.1 CHALKPIT HILL

Prior to the meeting an email was circulated to Cllrs from Kent Highways. They had completed a feasibility study on the possibility of installing a footpath on the bend at Chalkpit Hill. KCC are willing to put forward a bid to obtain some funding, but are requesting a financial contribution commitment from the Parish Council of circa £5,000-£7,000.

The Parish Council discussed this and agreed at this time it would not be appropriate to pursue the installation of the footpath at this time. There has been requests for footpaths in other areas of the villages where cars travel at speed, for example: Bekesbourne Lane connecting the train station to the Zoo, and Station Road on the approach to the roundabout. These areas have been on the village's Highways Improvement Plan for some time and these concerns should be addressed in order, and concerns were raised that if the money were to be contributed to Chalk Pit Hill before the other areas have even been addressed by KCC then it sets a precedence. The Parish Council noted that KCC have carried out an excellent job of cleaning back the overgrown land, and instructed the clerk to write to KCC to confirm their commitment in keeping the area clear.

8. FINANCE MATTERS

8.1 PAYMENT SCHEDULE

Details	Amount incl. VAT	Status
KALC- Clerk training	£60.00	Paid
October Clerk Salary	As detailed on salary slip	Paid
PKF Littlejohn- external audit fees	£240.00	APPROVED

It was agreed by all that the above payment schedule for November 2021 be accepted and approved.

A bank reconciliation was shared with all councillors prior to the meeting.

8.2 COMPLETION OF AGAR 2020/21

Prior to the meeting the clerk circulated the completion of AGAR notice, which has been published on the website as per requirements. The AGAR was completed with no notes to consider, Invoice agreed to be paid as detailed above in section 8.1.

8.3 BUDGET 2022/23

The budget draft for 2022/23 was circulated to all Cllrs prior to the meeting. The cost of the clerk's mobile phone was then added to the spreadsheet at £90 per annum, It was therefore agreed that the precept amount to be requested for 2022/23 is **£18,401.36**. This is a **1.65%** increase from last year.

9. VILLAGE HALL UPDATE

The VHMC have instructed Architect Mervin Gulvin. Mervin has drawn up plans for the hall which Cllr Duplock shared with those present at the meeting. Mervin has created a tender package for the works which has been issued. There has been some response of interest. The companies will be meeting Cllr Duplock at the hall to inspect for quoting. Tenders will be received by 6th December,

The VHMC are still discussing the options of a gas boiler vs an air source heater. Solar panels were looked into but the roof structure is not adequate.

The clerk has requested an allocated cupboard for Parish council use, currently the Parish Council files are being stored in a temporary location while the refurbishment takes place. The amount of files has been reduced due to archiving and disposal of documents past their date for keeping on record.

There will be a working party on Saturday 13th to tidy the outer area/car park.

10. RECREATION GROUND

The RGMC have now instructed Bourne to Garden to maintain the recreation ground's grass. They are doing a fantastic job thus far.

Cllr Evans had been liaising with the clerk regarding the finances for the RGMC, and this has been included in the budget. The clerk is also making enquiries with the insurance company of an option of including the Pavilion in the Parish Council's insurance.

11. CORRESPONDENCE

11.1 Email received from a resident asking to be placed on the waiting list for allotments.

Comments: No comments.

11.2 Email received from a resident at Cramner Close, a tenant with Southern Housing. He is wanting to complete a mutual exchange with a Lady from Densole to a larger property for him and his family. The application has been rejected with Southern Housing as the prospective new tenant does not have any local connections to the village as per the s101 agreement. The tenant wanted to know if the parish council would consider an exemption to the rule.
There are currently 5 people on the parish council's records as waiting for local housing.

Comments: The Section 101 is the Agreement between CCC, The Parish Council and Southern Housing signed on 4th October 2000, regarding the local connection criteria. Cllrs agreed that applicants must follow the criteria set out in the original agreement, and given that there are people on the waiting list who meet this criteria, it would be unethical to agree to the swap.

12. EQUIPMENT QUOTES-

12.1 REPLACEMENT LAPTOP FOR CLERK

The clerk shared 3 quotes for laptops of varying specification to replace the current laptop which is at its end of life and currently running very slow, despite factory reset and updates. It was unanimously agreed to proceed with quote 1: Asus ZenBook laptop £659 with AO.com.

Clerk to look into options for Microsoft Office software purchase.

Due to the type of bank account the Parish Council hold, the clerk will need to purchase the laptop herself and claim back as expenses, Therefore, It was unanimously agreed that the clerk has authorisation to claim the expenses back immediately, rather than wait to the January meeting for authorisation.

12.2 PHONE FOR CLERK

The clerk has been looking at business mobile deals to have a contact telephone number for parish council matters as previously agreed. The cheapest deal found was circulated prior to the meeting.

It was unanimously agreed that the clerk take out the contract with Tesco Mobile at £7.50 per month.

13. NEW PARISH NOTICEBOARD- INSTALLATION QUOTE

As previously agreed, the clerk obtained quotes to install a new noticeboard on the recreation ground. Ovenden All Works have quoted £125+VAT. As of today the notice board agreed previously is priced at £909 +VAT. Total costing £1,034+VAT (VAT can be claimed back)

All in agreement to purchase the new noticeboard in green and instruct Ovenden All Works to install.

14. JUBILEE CELEBRATIONS 2022

4 volunteers have come forward to form a working group to organise the Queen's Jubilee Celebration. Clerk to now set a date to meet.

15. COUNCILLOR VACANCY

No volunteers/ nominations received.

16. CLERK REPORT

16.1 I attended the 'Clerk in Action' training course on the 14th October. The course was held on-line and I had the opportunity to meet other local clerks and put some faces to the names of some of the KALC advisors I am in contact with regularly.

The course was very informative and for the most part, confirmed that our practice is correct but has given me a few hints and tips on how to continue to improve.

However, it has highlighted some concerns for me about the PC's practice regarding both committees (VHMC and RGMC.) The course identified that the PC needs to review its Standing Orders and Terms of Reference to ensure that they are being followed. I am aware that the committees run relatively independently, however it is advised that the council should have more involvement in supporting the committees.

I have found a set of standing orders in the archives on the computer, last reviewed in 2015 and I will be reviewing these ready for our January meeting, as a priority.

16.2 I mentioned previously about starting a Facebook account for the parish council to provide a more professional approach to posting online. Social media is a fantastic way of reaching a wide audience. I have prepared an account ready for publication, and with councillor's approval, I would like to publish the page and begin posting on it.

Comments: All in approval of Nicola launching the Parish Council Facebook page.

17. S101- DELEGATED AUTHORITY

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed:

- To take action on any issue that cannot wait until the next Parish Council meeting.
- The Clerk will address any need/resolution to councillors by email.
- Action taken should be done with the input of a minimum of three councillors, including the Chairman and Vice Chairman if available.

It was proposed by Cllr Sladden and seconded by Cllr Nicholson that the financial threshold be set at £1,000. All in agreement.

18. CLERK APPRAISAL FEEDBACK AND RECOMMENDATIONS (CLOSED SESSION)

Feedback was given regarding the clerks appraisal. The agreed pay increase of 2 increments on the scale is to take effect from 1st November 2021. It was agreed for Nicola to join the SLCC and sign up for the CiLCA qualification. Nicola is to document any hours undertaken for this training to ensure she is payed accordingly.

19. AOB- FOR INFORMATION ONLY

Cllr Watt reported that a window pane on the phone box is broken at the rear of the phone box. A temporary fix using Perspex will be conducted.

20. TO SET DATE FOR FUTURE PARISH COUNCIL MEETING/ITEMS TO BE ADDED TO NEXT AGENDA

No additional items to be added at this time.

Date for next meeting: Monday 10th January 2022- 7:30 pm at the Pavilion.

-Meeting ended at 9:22PM-

Signed..... (Chairman)

Date.....